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Agency Secretary

Air Resources Board

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Arnold Schwarzenegger
Governor

MEMORANDUM

TO: ARB Designated Employees

FROM: Jim Catania, Chief
Human Resources Branch

DATE: January 18, 2005

SUBJECT: ANNUAL FILING, STATEMENT OF ECONOMIC INTERESTS

The Political Reform Act of 1974 requires officials and employees designated in the Air Resources Board (ARB) Conflict of Interest Code to file an Annual Statement of Economic Interests (also called "Form 700" or "SEI Form").

The ARB's Conflict of Interest Code (<http://inside.arb.ca.gov/as/coi/2003/COICode.pdf>), Fair Political Practices Commission (FFPC) fact sheet, "Limitations and Restrictions on Gifts, Honoraria, Travel and Loans," and an interactive Form 700 with instructions for completion can be obtained by following the links provided on the ARB Inside Conflict of Interest page at <http://inside.arb.ca.gov/as/coi/2003/coi.htm>. The interactive Form 700 is in Adobe Acrobat "PDF" format. You will need the Acrobat reader installed on your PC to be able to open, complete and print the form for filing with the ARB Filing Officer. For best results, save the interactive Form 700 to your "C" drive and then reopen it from the "C" drive for completion and printing. Exiting the program will erase the information entered on the form; therefore, it is recommended that when you complete a schedule print out two copies (one for filing and one for your records).

The period covered by this annual statement is January 1, 2004 to December 31, 2004. Copies of your last year's forms cannot be accepted. Submit completed, original signature SEI Forms to:

Shelly Chinn, Filing Officer
Human Resources Branch
1001 I Street, 20th floor
Sacramento, CA 95814

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

ANNUAL STATEMENTS ARE DUE NO LATER THAN APRIL 1, 2005.

Individuals who fail to file their SEI Forms by the April 1, 2005 filing date may incur a late penalty of \$10 for each day the form is late, up to a maximum of \$100.

In addition to filing the annual SEI, state employees who are filers are also required by law (Government Code section 11146.3, effective January 1, 2003) to take a state ethics orientation. After the initial training, the ethics orientation is required at least once during each consecutive period of two calendar years commencing on January 1, 2005.

Employees can complete the ethics orientation on the Attorney General's Internet site at <http://caag.state.ca.us/ethics/> and copies of the video are available for individual viewing from ARB's Training Officer, Ms. Shelly Chinn schinn@arb.ca.gov or (916) 324-8893.

For information on the annual SEI filing or to review a previous year's Form 700, please contact Shelly Chinn at schinn@arb.ca.gov or (916) 324-8893. Questions regarding code interpretations should be directed to the Office of Legal Affairs: Victoria Davis at vdavis@arb.ca.gov. Assistance in determining disclosure requirements may be directed to the FPPC at (916) 322-5660.